

IC Purchase Card Coordinators Meeting

December 10, 2015

Attendees:

Baginski, Renata (NIDA)	Harrison, Monique (CC)
Bandel, Amy (NCI)	Holland-Lawrence, Veronica (NIA)
Berry, Wayne (OSDBU/HHS)	Jackson, Twann (OD)
Brown, Dionne (NLM)	Jones-Johnson, Shelley
Brown, Michael (NEI)	Laroche, Korriisse (DSAPS) *
Cuzzolina, Marilyn (CSR)	Lee, Jesse (DSAPS) *
Canti, Sup (NBRSS)	Kessler, Sarah (DSAPS)*
Carter, Courtney (OSDBU/HHS)	Miller, Pete Clarion (NHGRI)
Cullen, Jody (NCCIH)	Nicholas, Milton (DSAPS)
D'Ascoli, Nic (ASR)	Ongaro, Daniel (PwC)
Davol, Tabitha (DSAPS)*	Palacios, Vanessa (DSAPS)*
Drake, Patricia (OD/ORF)	Romero, Michelle (DSAPS)*
Draper, Dionne (NHLBI)	Sachs, Susie (NHLBI)
Dorsey, Denise (NINDS)	Schechter, Lou (NIA)
Estrella, Elaine (NHLBI)	Snowden, Maria (DSAPS)*
Fowler, Kelly (NCI)	Wang, Steven (PwC)

*Staff with NIH Purchase Card Program

The meeting was called to order at 9:30am by Tabitha Davol, Purchase Card, Procurement Analyst. Agenda items discussed are presented below.

Small Business Administration Office (SBA) - Courtney Carter from the Small Business Office provided information on the role of their office. She said that their office is available to consult with small businesses that may be interested in doing business with the government, host local and out of state events for small businesses, etc. She reminded all that transactions above \$3,500 have a set aside for small businesses. The SBA hosts training every month on the 2nd Tuesday in D.C. SBA provides a listing of Purchase card holders to the vendors on a regular basis. NIH will host Industry Day at the Natcher Building in July 2016. Cardholders, small businesses and anyone interested are encouraged to attend. The SBA is scheduled to host a

training on December 10th at 1 p.m. thru FAI on the 8A program. Please contact Courtney Carter at (301) – 443 - 8722 for additional information.

Recap of Purchasing Above the Micro-Purchase Threshold (MPT) Nic D’Ascoli Branch Chief with OALM/DSAPS/ASRB – Nic gave an overview on the purchasing requirements for purchases over the Micro Purchase Threshold. He reminded everyone that the purchase card should primarily be used to pay for orders up to the micro-purchase threshold. For acquisitions valued above the MPT, the purchase card may only be used as a payment mechanism against an existing signed award in accordance with FAR 13.301(c). The existing award may be in the form of a Purchase Order, BPA Order/Call, Task Order, Delivery Order or Contract (etc.). In order to use the purchase card over the MPT, the cardholder must have been issued an SF-1402 Certificate of Appointment (Warrant). Questions on new warrants should be addressed with the [Acquisition Career Program](#).

The documentation checklist for awards over MPT is on the OAMP/ASRB website and sharepoint site; as well as information on terms & conditions and clauses to protect the government. Nic emphasized that there may be times that a purchase under the micropurchase threshold also requires Terms and Conditions, e.g. temporary services and in these cases, a purchase order should be created with the proper clauses.

The question was asked if the purchase card could be used to purchase a Centrifuge. Nic informed the caller that at the last SAC meeting the **Division of Scientific Equipment & Instrumentation Services (DSEIS)** program presented and promoted the rental of equipment they provide and the maintenance of their laboratory equipment throughout the NIH acquisition community. All are encouraged to contact DSEIS when needing laboratory equipment. In many cases, DSEIS will procure the equipment and prepare the justification, obtain funding and track the property for the IC. Researchers can also rent the equipment from DSEIS with the option of buying at the end of the rental agreement. There is a minimum rental term of one year and custom equipment must be bought out at the end of the rental term. The DSEIS telephone number is: 301-496-9748 and their website is: <http://dseis.od.nih.gov>

New Laptop and Desktop OMB requirement for use of NITAAC– Milton Nicholas from ASRB reminded everyone that as of November 6th the OMB M-16-02 Memo was issued stating that new laptops and desktops must be purchased under three vehicles (NITAAC, NASA SEWP, and GSA-70). There are two standard configurations for laptops and three standard configurations for desktops. There may be exceptions. The Department is working on getting better prices for Apple Mac Books. ICs should always check with the CIO. Programs are using NITAAC Egos to buy them. NITAAC is always available to train the community.

DCIS update – Patrice Thompson from the Purchase Card program stated that HHS is conducting Verification and Validation reports through FPDS. In the initial review, the Purchase Card Program has found some of the contract files are not matching against what is being reported in FPDS and other issues. Some examples include: incomplete files, missing product

descriptions, missing sole source justification or competition information, not being reported to FPDS within 3 days as required, incorrect DUNS information, etc. A reminder of the DCIS reporting requirement will be sent out to community sometime in January 2016.

Reconciliation – Michelle Romero from the Purchase Card program notified everyone that there will be updates to the reconciliation notifications from NBS beginning **January 2016**, there will be reminders on the 13th and 15th of the month for cardholders and CAO's will receive reminders on the 16th and the 18th.

Because there are some delays with the ACQ44 report the purchase card program has been working with NBS to develop a new report that should become available shortly after the reconciliation deadline. This will allow the Purchase Card Program to suspend non-compliant cardholders immediately after the deadline. Remember that last minute reconciliation may impact DCIS reporting. Cardholders must coordinate with NBS to have the correct funding allocated if the transaction is not matched to a log with the proper CAN. IC Coordinators are the first POC's please reach out to cardholders so there are no delays in reconciling.

Separation of Duties – Tabitha Davol of the Purchase Card Program discussed that there should be at least three individuals in the purchasing process for micro-purchases to ensure there is adequate management control. The receiver is the individual that receives the goods and services and should be someone other than the Cardholder. The Purchase Card Program will clarify this in subsequent communication.

Other - Maria Snowden from the Purchase Card Program informed everyone of a security breach that occurred at the VISA Level. NIH cardholders were impacted and although there may not have been fraud involved, some account information may have been compromised. As a result, the bank will be reaching out to Cardholders to block and reissue their cards as a precaution. . Maria reminded the ICs that the purchase card office tends to see a slight increase in fraud. Cardholders should notify their ICs if they expect to be out of the office for a period of 10 days or more so that they purchase card office may temporarily suspend the card in effort to minimize the risk of fraud and volume of compromised cards.

The meeting adjourned at 11:45 am. The next IC Coordinator meeting is scheduled for February 11, 2016 from 9:30 – 11:30am.